

TITLE: STRATEGIC FUND DEVELOPMENT SPECIALIST

CLASSIFICATION: AO24

MINISTRY: ISLANDS TRUST,
MIN OF MUNICIPAL AFFAIRS

WORK UNIT: ISLANDS TRUST CONSERVANCY

SUPERVISOR TITLE: ISLANDS TRUST CONSERVANCY MANAGER

SUPERVISOR POSITION #: 00124543

PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, cooperates with other levels of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

[Islands Trust Conservancy](#) is created under the *Islands Trust Act* as a provincial conservation agency and holds land and money to further the mandate of the Islands Trust. Islands Trust Conservancy can accept land, conservation covenants, and financial contributions from individual donors, corporate agencies, and government. The Islands Trust Conservancy is responsible for the management and disposition of funds and lands it holds. Lands acquired by the Islands Trust Conservancy are managed as nature reserves to protect ecosystems and activities are limited to those with minimal impact on the land.

To ensure a balance of both local and provincial interests the Islands Trust Conservancy, the Islands Trust Conservancy Board consists of two trustees elected by the Islands Trust Council, one trustee elected by the Islands Trust Council Executive Committee and up to three trustees appointed by the Province.

JOB OVERVIEW

Working with a highly dynamic and dedicated team, Islands Trust Conservancy's Strategic Fund Development Specialist is accountable to plan, develop, implement, and evaluate the fundraising and fund development activities required to support the conservation objectives of the Islands Trust Conservancy (ITC) and implements small grant programs. Responsibilities include development, implementation, evaluation and refinement of all fundraising and fund development initiatives, with an emphasis on major gifts exceeding \$20,000. The Strategic Fund Development Specialist personally identifies, cultivates, solicits, and stewards major gift donors and prospects in accordance with targets set in collaboration with the ITC Manager and Board and fosters collaborative relationships with development colleagues and Islands Trust staff by coordinating joint solicitation efforts, developing internal processes and procedures, and aligning outreach efforts for fund development programs and initiatives within the Islands Trust Conservancy.

The position maintains links with:

- **Islands Trust Conservancy Board:** to provide advice and recommendations on fundraising initiatives and grant programs, including analysis of budgetary and other implications.
- **Trust Council, Local Trustees, Local Trust Committees, and Bowen Island Municipality:** to provide information, presentations and displays on ITC fundraising, fund development and grant programs.
- **Federal, provincial, regional agencies, community groups:** to partner in fundraising, grant distribution and project delivery when applicable on shared conservation projects.

- **Supporters:** to develop and maintain partnerships with private donors and local, national and international funding agencies including foundations and government agencies.
- **Public sector:** to facilitate and participate in public events, forums, conferences and meetings and to build partnerships with non-governmental organizations to support the Islands Trust Conservancy's mandate.

ACCOUNTABILITIES

1. Fundraising and Fund Development (70%)

- Develops, implements and revises, as necessary, a fundraising strategy to address the goals and objectives of the Regional Conservation Plan and the Islands Trust Conservancy Plan
- Prepares and implements an annual fundraising work plan:
 - Identifies annual needs and targets based on ITC policies, the Regional Conservation Plan and current projects, including property acquisition in the Trust area
 - Leads and promotes collaborative partnerships with internal and external partners, funding agencies, stakeholders, government agencies and community groups to achieve objectives
 - Assists Islands Trust Conservancy staff to prepare funding requests to foundations, government granting agencies and corporate funders for conservation projects
- Identifies, cultivates, solicits, and stewards major gift donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets set in collaboration with the Islands Trust Conservancy Manager and Board
- Prepares fundraising reports and provides fundraising advice for the Islands Trust Conservancy Board
- Develops and implements strategies for securing funds to support the work of the Islands Trust Conservancy for the long term, including annual donation drives and monthly giving programs
- Prepares and revises policies relating to fundraising, donation, granting, and privacy, as necessary, for Board approval
- Plans products, programs and initiatives to acquire funds for ITC projects:
 - Organizes and implements fundraising events for ITC fundraising needs
 - Evaluates and implements other fundraising activities, such as sale of merchandise or arrangement of sponsorships from businesses and other agencies
- Manages annual and planned giving programs, ensuring good donor relations through acknowledgement letters, donation receipts, and other correspondence, formal or public acknowledgements, special mailings, telephone and in person contact
- Coordinates donor appreciation events in collaboration with the Islands Trust Conservancy Communications Specialist
- Manages content and integrity of information in donor database, generates and interprets reports, and identifies new information and technology requirements for managing donor relations
- Provides general information, including tax, legal and estate planning information to potential donors and advises donors on the need to seek independent advice
- Develops, implements and revises agreements, policy and procedures relevant to fund development and fundraising programs
- Conducts research to identify prospective donors, with an emphasis on major gifts exceeding \$20,000, and creates strategies to match prospects' interests to the priorities of the Islands Trust Conservancy.

2. Grant Program Administration (15%)

- Administers Islands Trust Conservancy grant programs:
 - Promotes grant programs, with support from the Islands Trust Conservancy Communications Specialist
 - Liaises with applicants regarding applications, grant distributions and reporting requirements
 - Evaluates and coordinates evaluation of grant proposals
 - Provides recommendations to the Islands Trust Conservancy Board to assist them in the awards process

- Develops, implements and revises agreements, policy and procedures relevant to delivery of grant programs

3. Other (15%)

- Works with Islands Trust Conservancy committees and Trust Council as needed
- Contributes content for communications materials such as newsletters and websites
- Prepares requests for legal services related to fundraising issues
- Assists the Manager as necessary on other Islands Trust Conservancy initiatives

JOB REQUIREMENTS

Education and Experience

- Bachelor Degree
- 3 years of documented professional experience directly related to fundraising and fund development
- Proven experience in program management, evaluation and reporting.
- An equivalent combination of education, training and experience may be considered.

Preference may be given to candidates with the following:

- Recent experience raising funds for a public or not-for-profit agency.
- 5 years of documented professional experience directly related to fundraising and fund development
- Experience with grant program administration

Knowledge, Skills and Abilities

- Knowledge of social, environmental and land conservation issues relevant to the Islands Trust area and its residents
- Demonstrated ability in securing major gifts from individuals, corporations, foundations, and other private funding sources
- Demonstrated ability in planning and implementing long- and short-range fund development and fundraising initiatives in conjunction with strategic planning processes
- Demonstrated ability to prepare professional communications strategies, briefing notes and official correspondence, often on short notice, in order to maximize public awareness and understanding
- Demonstrated ability to use initiative to respond appropriately to unanticipated issues with creative and innovative solutions using strong business and political acumen
- Demonstrated ability to use tact, diplomacy, judgment and discretion to communicate effectively and maintain productive relationships with donors, elected officials, staff, community groups, the public and the media in a way that enhances the employer's reputation
- Demonstrated ability to administer third party contracts including drafting terms of reference and procurement documents and ensuring deliverables are met
- Demonstrated ability to assess and make recommendations about the effectiveness of current and emerging social media platforms and to develop and implement effective social media outreach projects
- Demonstrated ability to manage communications and public engagement projects involving multiple audiences and stakeholders (e.g. citizens, staff, elected officials and contractors) using multiple methods including social media.

- Demonstrated ability to use software and applications to create attractive and informative publications including formatting of webpages, presentation slides, tables, graphs and images. Graphic design skill is an asset.
- Demonstrated ability to manage technical projects such as website feature re-design or database creation and implementation in collaboration with technicians, web designers and software solution providers. Knowledge of HTML, experience using content management systems, and experience with donor databases are assets.
- Exceptional interpersonal skills and the ability to interact effectively with leaders, staff members, prospects, donors, and/or volunteers in a wide range of roles
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives
- Database management skills
- Ability to train employees and elected officials to act as ambassadors for fundraising and with prospective donors
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives
- Ability to foster effective working relationships within a team environment
- Community relations skills and the ability to communicate and work effectively within a diverse community
- Program planning and leadership skills
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups

Provisos

- Possession and maintenance of a Class 5 BC Drivers' License
- Must be willing to work overtime, including some evenings and weekends
- Must be willing to travel, for example, to islands in the Islands Trust Area, with occasional overnight stays or to conferences or meetings within BC

BEHAVIOURAL COMPETENCIES

Integrity refers to actions that are consistent with what one says are important. People with integrity 'walk the talk' by communicating intentions, ideas and feelings openly and directly and welcoming openness and honesty even in difficult negotiations.

Planning, Organizing and Coordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement).

Strategic Orientation is the ability to link long range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

Sustained learning and development means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Indigenous self-determination.